

COVID-19 Daily Screening Tool Use	GL AJC	OSO
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Purpose

This topic provides information on completion of the NEW expanded daily screening tool for AJC staff and partners.

Policy

In accordance with WIOA, the contract between the City of Lincoln and RWS requires implementation of an expanded staff/WBL participant daily screening tool. All Staff, including partner staff, and co-located Work Based Learning staff will adhere to this policy. The self-screening assessment will occur prior to arriving at the American Job Center.

Who Is Involved

All AJC staff and Partner staff.

Procedure

STEP	ACTIVITY
1)	Complete self-screening prior to arriving at the American Job Center.
2)	The American Job Center has adapted a health screen with direction from the City of Lincoln. It is highly encouraged that partner staff utilize this screening tool when coming to the AJC. If not, it is encouraged that respective partner organizations ask staff to address: Temperature, shortness of breath or breathing concerns, persistent, nonproductive, or dry cough, and additional symptoms of COVID-19 such as sore throat, chills, loss of taste or smell, headache, muscle pain, etc.
3)	WIOA staff will turn in completed screenings to the PD. Partner staff will follow internal reporting procedures; however, it is expected that partner staff adhere to CDC/DHHS guidelines and do NOT report to the AJC if symptoms are present.
4)	If symptoms are present, do not present to the AJC. WIOA staff will follow BrightSprings protocols. Partner staff should follow their own organizations protocols but should not present to the AJC if symptoms are present. It is expected that Partner staff adhere to CDC/DHHS guidelines and will isolate for the suggested timeframe if a test is positive or if symptoms persist.

Forms and Supporting Documents

Employee Screening Tool City COVID-19 Directive